

Town of Webster
Office of Select Board
945 Battle Street
Webster, NH 03303
Final Minutes – June 20, 2016
Approved July 5, 2016

Staff Present: Bruce Johnson, Michael Borek, Nanci Schofield, Wendy Pinkham, Phil Mitchell, Mary Smith and Leslie Palmer
Public Present: Tara Gunnigle, Dee Blake, Trisha Blake, Richard Inman, Roy Fanjoy, John Clark,

Chairman Johnson opened the meeting at 6:33 PM.

Matt Carbone and Jen Carlton, representing Webster Youth Soccer, met with the Select Board to discuss the recently purchased shed and sponsor signs at the field. They spoke with Marty Bender from the Energy Committee and confirmed that the placement of the shed would not interfere with the potential installation of solar panels and also noted that all set backs have been met.

Board Motion: Chairman Johnson moved to approve installation of the Webster Youth Soccer shed at the soccer field. Selectman Borek seconded the motion. All in favor, the motion was approved.

Next, Mr. Carbone discussed sponsorship and asked permission to install 2' x 3' sponsorship signs on light poles or on the side of the shed during the season only. Sponsorship would allow Webster Youth Soccer to become more self-sufficient in paying for expenses throughout the season. Administrative Assistant Palmer will follow up with NHMA regarding the legality of the approval.

The Board signed the following for Administrative Assistant Leslie Palmer:

- The Select Board amended an earlier Board motion, correcting the dollar amount of the request to read “Chairman Johnson move to request the Trustees of Trust Funds issue a check in the amount of \$2,244.64 payable to Taser International from the Police Equipment Capital Reserve Fund to pay invoice #1437147 for the purchase of two Tasers and related accessories. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.”
- Chairman Johnson moved to deny a request by Joe DiPrima, managing member of Cozy Pond Camping Resort, to add 15 more sites and bathrooms at the campground. The request is referred to the ZBA a commercial exception and the Planning Board for Site Plan approval. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to grant Copart a 90 day Junkyard License with the understanding that Copart will continue to work with the Planning Board to approve a Site Plan. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to request the Trustees of Trust Funds issue a check in the amount of \$31,804.82, payable to the Town of Webster, from the Compensated Absences Expendable Trust Fund to replenish the General Fund. Selectman Borek seconded the motion. All in favor, the motion was approved.
- Chairman Johnson moved to request the Trustees of Trust Funds issue a check in the amount of \$772.99, payable to Bergeron Protective Clothing, from the FD Bunker Gear Capital Reserve Fund to pay for 2 pairs of Globe Supreme boots. Selectman Borek seconded the motion. All in favor, the motion was approved.
- On behalf of the Town Clerk, Administrative Assistant Palmer brought forward a request to add \$1.00 to the sum due for each dog an owner who fails to license their dog as permitted under RSA 466:39. The Board approved the request. Chairman Johnson moved to approve the addition of a \$1.00 fee per dog for owners who fail to license their dogs as permitted by RSA 466:39 for 2017. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.
- The Select Board signed a letter to the Department of Revenue advising that the Town would continue to use form PA-28 for the annual inventory of property.

The Board signed the following for Financial Administrator Wendy Pinkham:

- The Select Board signed the payroll and accounts payable manifests and the April and May bank reconciliations.
- Chairman Johnson signed the Primex insurance agreement.
- Financial Administrator Pinkham reported that the Town passed its NHRS audit with flying colors.
- A copy of the latest budget was presented for Select Board review to be discussed further at the next Select Board meeting.
- Protocol regarding emergencies was discussed; Administrative Assistant Palmer or other staff in her absence is authorized to make decisions.
- The Select Board signed contracts with Huckleberry Oil & Propane to lock in fixed pricing for oil and propane for the coming year.

The Select Board meeting of August 15th will be held at the Old Meeting house. Tara Gunnigle will be the contact person to coordinate with the Select Board. Ms. Gunnigle also noted that on Sunday, August 21st during Old Home Day festivities, a local author will give a presentation on the Old Meeting House.

Interim Police Chief Phil Mitchell presented or advised the Board of the following:

- 61 calls for service in the last two weeks.
- Interim Chief Mitchell provided an update on the Fisher residence. Letters have been returned and no information is

available as to his current address. A summons will be issued should anyone see Mr. Fisher at the Webster property.

- Work continues on finalizing the generator contract.
- Interim Chief Mitchell is in the process of renewing the US Army Corp of Engineers contract which will bring in \$4,361.75 to the Town.
- Officers were called out twice in the last two weeks.
- The Select Board approved Interim Chief Mitchell's request to look into the hiring of a part time officer because the department is short-handed. When asked by Richard Inman, Interim Chief Mitchell confirmed that there is a line item in the budget for a part time officer. Both John Clark and Dee Blake spoke in support of the hiring.

Treasurer Mary Smith advised the Board of the following:

- Chairman Johnson moved to authorize payment of \$3,726.92 to the school district from impact fees. Selectwoman Schofield seconded the motion. All in favor, the motion was approved.

Erin Darrow from Right Angle Engineering met with the Select Board to provide an update on ongoing road projects.

- Bashan Hollow Rd: Ms. Darrow provided an updated plan showing the work to be done to replace the culvert and improve the sight distance on the dangerous curve. The Society for the Protection of NH Forests has given verbal approval of the current plan. Because Bashan Hollow Rd is a scenic road, a Public Hearing with the Planning Board is required, tentatively scheduled for July 21st. Ms. Darrow will apply for the wetland permit needed for the culvert replacement and noted that the Dredge and Fill Permit should be straight forward. The project should be ready for construction in August.
- Clothespin Bridge: Ms. Darrow provided an overview of work done to date including the completion of an existing conditions plan, wetland delineation, preliminary engineering and geotechnical borings. Work continues on a right of way survey and an estimate of probable cost. She provided the Select Board with three potential new bridge options, all of which use the existing abutments with protection to keep the abutments in place. The span of the bridge will be longer and the addition of crash rated guardrail will impact Detour Rd and Frost Ln; the extent of that impact will be clearer with the completion of the right of way survey. A brief discussion took place with Dee Blake as a land owner who may be impacted. Currently, Ms. Darrow recommends building a steel beam bridge with a concrete deck as the most cost effective and easier to build option, but acknowledged that cost estimates are very preliminary. She acknowledged when asked by Trisha Blake that she does not want to rule out other options. A schedule for completion of her work was provided with a Preliminary Design Layout due July 18th.
- Salt Shed: Preliminary engineering work is ongoing.
- Pond Hill Rd: The right of way survey and wetland delineation has been completed; the wetland permit and shoreland permit will be submitted within the next month. The project should be wrapped up this year.
- White Plains Rd: The FEMA grant has been submitted and the wetland permit has been started.

The Select Board approved payment of work completed by Right Angle Engineering to date.

- **Board Motion:** Chairman Johnson moved to request the Trustees of Trust Funds issue a check in the amount of \$1,215.00, payable to Right Angle Engineering, PLLC, from the Bridge/Culvert Improvements Capital Reserve Fund to pay for permitting and engineering related to Bashan Hollow Rd. Selectman Borek seconded the motion. All in favor, the motion was approved.
- **Board Motion:** Chairman Johnson moved to request the Trustees of Trust Funds issue a check in the amount of \$4,930.00, payable to Right Angle Engineering, PLLC, from the Bridge/Culvert Improvements Capital Reserve Fund to pay for site work and preliminary engineering related to Clothespin Bridge. Selectman Borek seconded the motion. All in favor, the motion was approved.
- **Board Motion:** Chairman Johnson moved to request the Trustees of Trust Funds issue a check in the amount of \$1,395.00, payable to Right Angle Engineering, PLLC, from the Bridge/Culvert Improvements Capital Reserve Fund to pay for FEMA Grant Application work related to White Plains Rd. Selectman Borek seconded the motion. All in favor, the motion was approved.
- **Board Motion:** Chairman Johnson moved to request the Trustees of Trust Funds issue a check in the amount of \$3,175.00, payable to Right Angle Engineering, PLLC, from the Bridge/Culvert Improvements Capital Reserve Fund to pay for permitting and engineering related to Pond Hill Rd. Selectman Borek seconded the motion. All in favor, the motion was approved.

Public Comment:

- Reed Heath discussed the police chief signs throughout Town and asked the Town to act on getting rid of them. Richard Inman added that political signs or otherwise cannot be placed on a public right of way. Selectwoman Schofield noted that the Select Board has already maintained that it will not take a stand on the signs nor discuss them. Chairman Johnson advised that the Board will look into the property line issue and will think it through.
- Scott Crathern discussed the zoning requirements related to a camper on his property. The Select Board reviewed the steps needed to obtain Select Board approval; Roy Fanjoy further explained the zoning ordinance.

At 8:28 PM, Selectman Borek made a motion to adjourn; seconded by Selectwoman Schofield and approved.

Respectfully Submitted, Leslie M. Palmer.